

MONTANA CSPD BY-LAWS

THIS SECTION OUTLINES THE OPERATING PROCEDURES FOR
THE STATE MONTANA CSPD COUNCIL

Bylaws of the Council
Montana Comprehensive System of Personnel Development
June 2000

Article I

Name

The name of the council shall be the Montana Council for Comprehensive System of Personnel Development.

Article II

Purpose

The purpose of this Council shall be to implement the provisions of the Individuals with Disabilities Education Act (PL 105-17) as outlined in the mission statement which follows:

Mission Statement

The Montana Comprehensive System of Personnel Development (CSPD) will coordinate evaluate, review, and recommend action for all aspects of preservice, technical assistance, and inservice education and development offered to Montana's educators, related service personnel, families, and other team members responsible for implementing the Individuals with Disabilities Education Act (IDEA).

CSPD is dedicated to providing the coordination and support needed to ensure comprehensive, quality, integrated education and services to Montana's children and youth.

Article III

Membership

Section 1. The membership of this Council shall be limited to those individuals whose purpose is to further preservice and inservice education for Montana's educators and related service personnel as outlined in IDEA.

Section 2. It is recommended, but not required that the membership be made up of representatives from the following entities or groups:

Montana State University- Bozeman
Montana State University- Billings
University of Montana- Missoula

University of Montana- **Dillon**
University of Montana- Havre
Rocky Mountain College
Carroll College
University of Great Falls
Consumer(s)
Parents
Paraprofessionals
Public School System
Head Start
Montana Council of Administrators of Special Education
School Administrators of Montana
Montana Association of School Psychologists
Montana Speech and Hearing Association
Montana Occupational Therapy Association
Montana Physical Therapy Association
Montana Association of Health, Physical Education and Recreation
Montana Education Association
American Federation of Teachers
Residential Psychiatric Services
Montana Council for Exceptional Children
Indian Education
Developmental Disabilities Council
Developmental Disabilities Division/ **SRS**
Montana Association for the Education of Young Children
Association of Gifted and Talented Educators
Rural Institute on Disabilities
The Montana Center on Disabilities
Mountain Plains Regional Resource Center
Montana Transition Council
Title One
Section 504

Section 3. Where applicable, the Chief Executive Officer of each of the above agencies or entities will be asked to appoint an institutional representative and forward the name to the Superintendent of Public Instruction who he considered for membership. In the event where no formal organization exists, any adult resident of Montana shall be eligible for membership, provided that such resident be proposed by an existing council member to the Executive Committee of the Council.

Section 4. The name of the approved candidate for membership shall be then forwarded to the Superintendent of Public Instruction, who shall then make the official appointment to the Council.

Section 5. The term of membership shall be for a **two or** three year period.

Article IV

Officers

Section 1. The officers of the Council shall be a Chairperson, a Chair-Elect, and a Secretary. These three, along with the Office of Public Instruction Coordinator and the past chair of the Council shall constitute the Executive Committee.

Section 2. At the regular Spring meeting, members nominate and elect new officers.

Section 3. Officer shall be elected through nomination and vote of the full Council to serve a term of two years, or until their successors are elected. Their term of office shall commence at the beginning of the Autumn Meeting.

Section 4. No member shall hold more than one office at a **time, and no** member shall be eligible to serve more than two consecutive terms in office.

Section 5. In the event of a vacancy, the Chair shall appoint a successor(s).

Article V

Meetings

Section 1. Unless otherwise ordered by the Chairperson, regular meetings of the Council shall be held in October, January and April, on dates determined by the Council. Special meetings of the Council may be called by the Executive Committee and shall be called upon the written request of three members of the Council.

NOTE: Following Article V, insert the CSP1) Flow Chart Document

Article VI

Relationship to the Special Education Advisory Panel

To foster effective communication and coordination of efforts between this Council and the Special Education Advisory Panel, the following objectives will be implemented:

1. The minutes of each meeting will be provided to the chairperson of the Special Education Advisory panel;
2. Two to three Advisory Panel members will be invited to participate in the CSPD Summer Strategic Planning Meeting;
3. The designated member of both Councils will be placed formally on each meeting's agenda to provide a five-minute update of what took place at the Advisory Panel meeting which may pertain to the activities of this Council;

4. The Chairperson of this Council, along with the Chairperson of the Advisory Panel may elect to form ad-hoc committees consisting of members of both Councils to address mutual concerns.

Article VII

Committee Structure

The Council as a whole, will take action to address current issues in education across Montana. To do so, the Council may create an ad hoc committee to investigate and develop action steps on relevant topics to the education of students with disabilities.

As such, an ad hoc committee will develop specific goals and objectives, and remain in effect until its task is complete. It may draw its membership from current Council members, as well as other individuals whose expertise may enhance the functioning of the committee. These ad hoc committees will be central to the implementation of the Council's Strategic Action Plan and will provide a report to the full council at each of the regular meetings.

What follows is a list of current ad hoc committees, or task forces, now functioning under the direction of the CSPD Council:

- Paraprofessional Consortium
- Montana Behavior Initiative (MBI)
- Higher Education Consortium
- Recruitment and Retention Task Force
- Related Service Partnership
- Mentoring Task Force

Article VIII

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order (newly revised) shall govern the Council in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

Article IX

Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote of the membership present.

Montana CSPD Ad Hoc Committees: June 2000

Brief notes for inclusion on the next revision of the CSPD Brochure.

Paraprofessional Consortium: created to address the diverse needs of these essential team members in the delivery of services to students with disabilities, the Consortium works to advance the training needs of Montana's **Paraprofessionals** and advocates for their status in schools.

Montana Behavioral Initiative (MB1): a comprehensive professional development initiative that seeks to enhance the education of all students through school-wide systems change, advocating best practices from current research to empower schools to identify and meet needs locally.

Higher Education Consortium: composed of leaders in the field of higher education across Montana, its purpose is to interface the higher education system with the evolving needs in professional development in schools, to enhance both **preservice** and **inservice** educational opportunities.

Recruitment and Retention Task Force: is charged with investigating and making recommendations to the State Department of Education and local districts on strategies to enhance efforts in recruitment and retention of **qualified**, quality professionals for serving students with disabilities in Montana.

Related Service Partnership: seeks to address the shortage of **qualified**, quality related service personnel in Montana through enhancement and development of preservice education programs, both in Montana, and through regional higher education partnerships.

Mentoring Task Force: created with the goal of developing a comprehensive **mentoring** program to support beginning **special** educators in the field across Montana, and **advocating best practice** for all.

**STATE SUPERINTENDENT
DIRECTOR OF SPECIAL EDUCATION
SPECIAL EDUCATION DIVISION**

